



State of Wisconsin

DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

Barbering & Cosmetology Renewal 2013 FAQs

(Pertains to all licenses issued by the former Barbering & Cosmetology Examining Board, and newly issued Barber licenses)

When can I renew my license?

The renewal period opens February 11, 2013. The renewal deadline is March 31, 2013.

How can I renew my license?

For fastest renewal processing, log into our website beginning February 11, 2013 to renew:

<https://online.drl.wi.gov/UserLogin.aspx>

I don't want to renew online – how can I get a paper form?

Email our renewal office with your license # and mailing address to request renewal forms:

DSPSRenewal@wisconsin.gov or call Toll free: 888-506-4239 *Madison area: 608-261-4460

If I miss the renewal deadline, can I still renew?

You can still renew the license. There is a late fee of \$25.

What is the fee to renew?

The renewal fee is \$82. If you are renewing an expired license, a late fee of \$25 will be added.

Do I need to complete Continuing Education to renew?

- If your license was issued after April 1, 2011 – No CE is required.
- If your license was renewed for the 2011 renewal cycle – No CE is required.
- If you were eligible to renew in 2011, but did not complete the CE required at the time – You MUST complete the CE required for the 2011 renewal to bring your license current. (Does not apply to School, Establishment, or Instructor licenses)

I didn't complete CE for the 2011 renewal – what CE do I need to renew?

Visit our website: <http://dsps.wi.gov/Licenses-Permits/Credentialing>, click the link to Business Professions, select your profession from the list, and select Continuing Education Information for complete details.

I didn't complete the CE for the 2011 renewal – can I still take the Test-out Exam?

You can still take the Test-Out Exam instead of taking CE courses. Visit our website:

<http://dsps.wi.gov/Licenses-Permits/Credentialing>, click the link to Business Professions, select your profession from the list, and select Continuing Education Information for complete details.

How do I change the name of my Establishment License?

When renewing (either on-line or via paper form) report the new name. You can also log into our website at any time to update the name of your business: <https://online.drl.wi.gov/UserLogin.aspx>

How do I transfer ownership of my Establishment License?

You cannot transfer ownership of the existing license. You must apply for a new license. Visit our website:

<http://dsps.wi.gov/Licenses-Permits/Credentialing>, click the link to Business Professions, select your profession from the list, and select Applications Forms for complete details.

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Barbering & Cosmetology Renewal 2013 FAQs - continued

My Establishment is moving – how do I update my address?

You cannot change the location of the existing license. You must apply for a new license. Visit our website: <http://dsps.wi.gov/Licenses-Permits/Credentialing>, click the link to Business Professions, select your profession from the list, and select Applications Forms for complete details.

TRANSITIONING LICENSE QUESTIONS

How can I change my Cosmetology Establishment license to a Barbering Establishment license?

Beginning February 11, 2013, you can request a Transition from a Cosmetology Establishment License to the Barbering equivalent during the on-line renewal process. You must meet all renewal requirements of the Cosmetology Establishment. Once the renewal is processed, the license will be transitioned from Cosmetology to Barbering.

How can I change my Cosmetology Manager license to a Barbering Manager license?

Beginning February 11, 2013, you can request a Transition from a Cosmetology Manager License to the Barbering equivalent during the on-line renewal process. You must meet all renewal requirements of the Cosmetology Manager. Once the renewal is processed, the license will be transitioned from Cosmetology to Barbering.

How can I change my Cosmetology Practitioner license to a Barber license?

Beginning February 11, 2013, you can request a Transition from a Cosmetology Practitioner License to a Barber license during the on-line renewal process. You must meet all renewal requirements of the Cosmetology Practitioner. Once the renewal is processed, the license will be transitioned from Cosmetology to Barbering.

I don't want to renew online – can I still transition to Barbering?

Email our renewal office with your license # and mailing address to request renewal forms: DSPSRenewal@wisconsin.gov or call Toll free: 888-506-4239 *Madison area: 608-261-4460

You must also submit Form R4000 which can be found on our website: <http://dsps.wi.gov/Licenses-Permits/Credentialing>, click the link to Business Professions, select your profession from the list, and select Renewal Information to find the form.

I am renewing late – can I still transition to Barbering?

Yes – you can still use online renewal or paper renewal to renew the Cosmetology license and transition to Barbering. This option is available until April 1, 2015.

I already renewed my Cosmetology license and now want to transition to Barbering – can I?

Yes, this option is available until April 1, 2015. Complete and return Form R4000 found on our website: <http://dsps.wi.gov/Licenses-Permits/Credentialing>, click the link to Business Professions, select your profession from the list, and select Renewal Information to find the form.

If I transition from Cosmetology to Barbering, can I switch back later?

NO. Once the license is transitioned to Barbering it cannot switch back to Cosmetology. If you wish to practice Cosmetology in WI after transitioning to Barbering, you must apply for a new license.

If I transition to Barbering, will I get a new license number?

The numbers before the hyphen will remain the same, and the numbers after the hyphen will have a 1 added to the beginning. Example: 55555-82 (Cosmetology Practitioner) will become 55555-182 (Barber)

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Barbering & Cosmetology Renewal 2013 FAQs - continued

If I transition to Barbering, will all of my licensure history go away?

No. The issue date of your Cosmetology license will become the issue date of your Barbering license. The Cosmetology license will expire as the Barbering license is issued.

INACTIVE454 STATUS QUESTIONS

What is Inactive454 Status?

2011 Wisconsin Act 190 created statutory provisions for certain Barbering credentials and certain credentials issued by the Cosmetology Examining Board to request Inactive Status. Inactive status is available for those credential holders who no longer intend to practice, but wish to keep the credential current instead of letting it expire.

Who is allowed to go on Inactive Status?

Cosmetology Managers and Practitioners, Barbering Managers and Barbers, Aestheticians, Electrologists, and Manicurists are eligible to request this status, and must meet certain criteria to be placed on Inactive454 Status.

Who is NOT allowed to go on Inactive Status?

Schools, Instructors, and Establishments of Barbering, Cosmetology, Aesthetics, Electrology, and Manicuring

What are the criteria I must meet to be placed on Inactive454 status?

- Your license status must be in good standing before being placed on Inactive Status. So, if you missed the 2011 renewal, you must complete the 2011 Continuing Education requirements and pay the \$25 late fee (in addition to the prorated 2013 renewal fee) before you can be placed on Inactive Status.
- You must complete the 2013 renewal application and pay a prorated renewal fee of \$41 (add \$25 if renewing an expired license)
- You must submit Form R454 along with the renewal application and fees.

Can I apply for Inactive454 status on-line?

NO. If applying for Inactive454 status at the time of renewal you must request a paper renewal application. Email our renewal office with your license # and mailing address to request renewal forms:

DSPSRenewal@wisconsin.gov or call Toll free: 888-506-4239 *Madison area: 608-261-4460

You must also submit Form R454 which can be found on our website: <http://dsps.wi.gov/Licenses-Permits/Credentialing>, click the link to Business Professions, select your profession from the list, and select Renewal Information to find the form. **Mail these to** DSPS – Renewal, PO Box 8935, Madison, WI 53708-8935

I am renewing late – can I still request Inactive454 status?

Yes. If you missed the 2011 renewal, you must complete the 2011 Continuing Education requirements and pay the \$25 late fee (in addition to the prorated 2013 renewal fee) before you can be placed on Inactive Status.

Can I do any work on Inactive Status?

Rules have been published which define minimal practice for **Barbers**. Barbers on Inactive454 status may not receive compensation for barbering services and may not practice in a licensed barbering establishment.

Rules are still being written to define minimal practice for licenses issued by the **Cosmetology Examining Board**. At this time, those applying for Inactive454 status must refrain from all practice. Rules will be published soon which will define minimal practice.

Can I still purchase products at a discount on Inactive454 Status?

Credentials on Inactive454 status are considered to be Current and eligible for the same professional discounts extended to those who hold a credential on Active status.

I already renewed, and then decided I want to go on Inactive454 status... Can I? If so, can I get a refund of \$41?

You can still apply for Inactive454 status. Complete and return Form R454 which can be found on our website: <http://dsps.wi.gov/Licenses-Permits/Credentialing>, click the link to Business Professions, select your profession from the list, and select Renewal Information to find the form.

To be eligible for a refund of \$41, you must request it within 18 months of the payment date AND you must submit a written request attesting that you have not worked with your credential even 1 day since it was renewed. Include this written request with FormR454. If you worked even 1 day since the credential was renewed, you are not eligible for a refund.

I went on Inactive454 status and now want to go back to work. What do I do?

Send \$41 (the portion of the renewal fee you did not pay due to Inactive454 status) along with a written request for the credential to return to Active status. Allow 10-15 business days for processing. Be sure to include your credential # and full name. **Mail these to** DSPS – Renewal, PO Box 8935, Madison, WI 53708-8935.

Does Inactive454 status Expire?

All Active and Inactive454 licenses expire on the same date. The credential status will change from Inactive454 to Expired just as an Active license will. DSPS will mail renewal reminder postcards to credential holders with Inactive454 status 6-8 weeks prior to the expiration date of 3/31/2015.